

## *The Greater Greenville Master Gardeners Association (GGMGA)*

### *Description of Community Grants Program and Guidelines for Applicants*

#### **MISSION**

The Greater Greenville Master Gardeners Association, a county-wide, non-profit association of Certified Clemson University Extension Service Master Gardeners, encourages gardening by developing and implementing educational programs on horticulture and by promoting horticultural beautification and preservation. The mission of the GGMGA Community Grants Program is to utilize funds designated by the Association to help accomplish these goals.

#### **ELIGIBLE APPLICANTS**

- Teachers, staff, or volunteers with public schools and other educational institutions
- Individuals or organizations who have 501(c)(3) status
- Applicants must reside in Greenville County. **Grant Projects must be located in Greenville City or County**
- Applicants must intend to use the grant funds for endeavors within Greenville County

#### **GRANT AWARDS**

- The number and monetary value of grant awards may vary annually according to the availability of funds and the number of qualified grant requests selected for funding
- The minimum grant amount which may be awarded is \$100
- During any year, GGMGA retains the option of not awarding any grants in the event of a lack of association funds or the absence of qualified grant requests

**Projects that have any of the following will be eligible for consideration:**

#### **Goals of GGMGA and the Grants Committee**

- **Gardening is encouraged**
- **Development of an educational program that involves horticulture**
- **Implementation of an educational program that involves horticulture**
- **Promotion of horticultural beautification and preservation**

### **Examples of Projects that may meet the following criteria:**

- A project that includes a horticultural education component
- A project that promotes horticultural preservation
- A project that involves volunteers and/or community-based groups
- A project that involves networking or cooperation with other community groups and organizations, especially for horticultural purposes or sharing resources
- A project that takes into account the conservation of water and other natural resources
- A project that is environmentally sound and fosters a sustainable environment
- A project that is accessible to its target audience on a permanent or semi-permanent basis
- A project that is designed to be long-term, self-sufficient and self-perpetuating
- A project that has definable and measurable outcomes
- A project from schools and educational institutions that include students in the planning and implementation

### **EVALUATION OF GRANT REQUESTS**

The GGMGA Grants Committee will review all grant applications in view of the project's ability to reflect the goals of GGMA and the Grants Program outlined above.

During the evaluation process, the Grants Committee will interview the applicant and will visit the site of the proposed project.

### **GUIDELINES FOR GRANT APPLICANTS**

**The Application Deadline is September 30, at 5:00 pm. Applications will be neither accepted nor revised after the application deadline.**

A grant application may be for a project that is a new initiative or a continuation of an established program.

Grant funds may be used to purchase equipment and materials necessary for the implementation of a well-planned program or project integrated with other curriculum materials and activities.

No personnel salaries or personnel benefits may be paid by grant funds.

It is expected the grant award will cover the project's needs within the timetable of the grant year. If a project requires more than one year of funding, a separate Grant Application must be completed each year.

The grant application is available on the GGMGA website and should include the following:

- **The target audience**
- **The number of adults or children who will be involved in the creation or maintenance of the project**
- **The amount of time adults or children will be involved in the project**
- **A description of how the adults or children will be involved in the project**

Narrative and financial reports are due to the Grants Committee on **March 15** and **May 15**. These reports should detail progress on the project's activities and outcomes and compare expenditures versus budget projections.

In keeping with GGMGA's relationship with Clemson University Cooperative Extension Service, any project receiving grant funds must welcome people of all ages, regardless of race, color, gender, religion, national origin, disability, political beliefs, sexual orientation, or marital or family status.

In keeping with GGMGA's status as a tax-exempt organization under section 501(c)(3) of the Internal Revenue Code, any project receiving grant funds must refrain from disseminating propaganda, attempting to influence legislation or participating/intervening in any political campaign on behalf of any candidate for public office.

## **TIMELINE**

- **May 15**  
Announcement of annual GGMGA Community Grants Program Application posted on GGMGA website <http://www.gmgga.org/>
- **September 30 (5:00 pm)**  
**Submission deadline for Community Grants applications**  
Confirmation of receipt will be sent to the applicant by the Grants Committee Chair
- **October 1- October 15**  
Evaluation of Community Grants applications and site visits by Grants Committee
- **October 15**  
Selection of Community Grants recipients by Grants Committee
- **October (3<sup>rd</sup> Mon)**  
Presentation of selected slate of grants recipients to Executive Committee of GGMGA for approval
- **October 31**  
Announcement and notification of selection will be made to grants recipients as

well as those who did not receive a grant

- **November 1 – November 15**  
Awards presentation ceremony to present checks to recipients of grants
- **March 15**  
Progress reports on Grants Projects due to GGMGA Grants Committee
- **March (3<sup>rd</sup> Mon)**  
Report to GGMGA Executive Committee on progress of grants projects
- **May 15**  
Final reports on Grants Projects due to GGMGA Grants Committee

Requests for assistance or additional information about the GGMGA Community Grants Program may be forwarded to : [grantschair@gmga.org](mailto:grantschair@gmga.org)

Additional resources relevant to the GGMGA Community Grants Program:

- Clemson University Cooperative Extension Service  
([www.clemson.edu/extension](http://www.clemson.edu/extension))
- Clemson's Home and Garden Information Center  
(<http://www.clemson.edu/extension/hgic>)
- Greater Greenville Master Gardeners Association  
([www.gmga.org](http://www.gmga.org))
- South Carolina Master Gardeners Program  
([www.clemson.edu/hort/scmg/about.php](http://www.clemson.edu/hort/scmg/about.php))

